



The Navajo Nation
Yideeskáądi Nitsáhákees

DR. BUU NYGREN **PRESIDENT**
RICHELLE MONTOYA **VICE PRESIDENT**

MEMORANDUM

TO: Navajo Nation Executive Branch
Division, Program, & Department Employees

FROM:


Dr. Buu Nygren, President
THE NAVAJO NATION

DATE: November 7, 2023

SUBJECT: (2) Hours Paid Leave – Election Day 2023

It is Election Day! This memorandum serves as an official notification that all Navajo Nation Executive Branch employees, permanent & temporary, are granted **(2) Two Hours of Paid Leave** today, Tuesday, November 7, 2023. Please coordinate this paid-time-off with your immediate supervisor/time keeper, as noted in the Navajo Nation Personnel Policies Manual (X. *Leave Administration, Section 3. Administration Leave, F. Time-Off for Voting*).

F. Time Off for Voting

- Registered voters may receive authorization for up to two hours paid absence from work to vote in a Navajo Nation, local, state or federal election. The length of absence will be granted at the discretion of the immediate supervisor.
- Employees required to vote at a poll remote from their workstations may request an extension of the two-hour limit. The extension, if granted, will be charged to the employee's annual leave. This extension includes travel time to the poll but may not exceed eight hours.

Essential service workers, first responders, and other emergency personnel will continue to follow their set schedules, unless arrangements are made with an immediate supervisor. Please utilize this time to exercise your right to vote as a citizen of the Navajo Nation & the United States.

Should you have immediate questions, please contact Chief of Staff Patrick Sandoval at (928) 871-7244. *Ahéhee, thank you.*